

City Manager Bylaw 13/2002  
Consolidated by Bylaw 27/2016

Being a Bylaw to Establish and Define the Powers  
and Duties of the City Manager.

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WHEREAS Section 205 of the Municipal Government Act, R.S.A. 2000, c. M-26,  
requires that Council establish a position of chief administrative officer by bylaw;

AND WHEREAS Council wishes to delegate certain powers to the chief  
administrative officer.

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS  
FOLLOWS:

Title

1. This Bylaw may be referred to as the "City Manager Bylaw".

Definitions

2. In this Bylaw:
  - (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26;
  - (b) "Administration" means the general operation of the City, including personnel, financial and other related matters as permitted by the Act;
  - (c) "City" means the municipal corporation of the City of St. Albert;
  - (d) "City Assessor" means the designated officer position created under The City Assessor Bylaw and the individual appointed to that position;
  - (e) "City Manager" means the chief administrative officer of the City of St. Albert;
  - (f) "Council" means the municipal council of the City of St. Albert;
  - (g) "Senior Leadership Team" means the group of senior managers employed by the City so designated by the City Manager.

## Office

3. The position of Chief Administrative Officer is hereby created and the person appointed to that position shall have the title "City Manager".

## Appointment

4. (1) Council will, by resolution, appoint an individual to the position of City Manager.  
  
(2) Council will establish the terms and conditions of the appointment of the City Manager including:
  - (a) the term of the appointment; and
  - (b) the salary and benefits to be paid or provided to the City Manager, which may be varied from time to time by Council.

## Accountability

5. (1) The City Manager shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the City Manager by the Act, this Bylaw, any other enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the City Manager personally, or by someone to whom the City Manager has delegated that power, duty or function.  
  
(2) The City Manager shall carry out his or her powers, duties and functions in compliance with:
  - (a) the Act;
  - (b) this Bylaw;
  - (c) any other enactment;
  - (d) any other bylaw, resolution, policy or procedure passed or adopted by Council; or
  - (e) any contract binding on the City.

## General Powers and Duties

6. (1) The City Manager has:
- (a) all of the powers, duties, and functions that are given to a Chief Administrative Officer under the Act or any other enactment;
  - (b) all of the powers, duties and functions that are given to a designated officer under the Act, or any other enactment, except for the designated officer powers, duties and functions expressly given to the City Assessor; and
  - (c) all the powers, duties and functions delegated to the City Manager by Council in this or any other bylaw, resolution, policy or procedure.
- (2) The City Manager shall:
- (a) be the contact between the Administration of the City and Council and communication from the Administration to Council shall flow through the City Manager;
  - (b) be responsible for advising on and communicating with Council with respect to:
    - (i) the operations of the City,
    - (ii) the financial state of the City,
    - (iii) Council policies and procedures, and
    - (iv) Administrative policies and procedures;
  - (c) prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council; and
  - (d) attend all Council meetings and the meetings of such other boards, authorities or other bodies as might be required by Council.
- (3) The City Manager must either personally carry out all of the powers, duties and functions that are given to the City Manager or delegate such powers, duties and functions to a designated officer of the City or to a City employee.
- (4) The City Manager has the authority to delegate any of the powers, duties and functions given to the City Manager and can authorize the recipients of such delegations to further delegate their powers, duties and functions to other City employees.

## FOIP Head

7. The City Manager is the Head of the City for the purposes of the Freedom of Information and Protection of Privacy Act, R. S. A. 2000 c. F-25.

## Royal Canadian Mounted Police

8. The City Manager shall provide a liaison between the City and the Commanding Officer of the R.C.M.P. Detachment for St. Albert.

## Administration

9. (1) The City Manager shall be responsible for directing the Administration.
- (2) The City Manager has the authority to:
- (a) establish Administrative policies and procedures and in particular employment policies and procedures including policies and procedures to govern the actions of employees;
  - (b) hire, appoint, suspend, remove or terminate any employee from any position in the City;
  - (c) direct, supervise and review the performance of the Administration; and
  - (d) establish the structure of the Administration including creating, eliminating, merging or dividing departments provided that any such reorganization does not result in a decreased level of services to the community.
- (3) The City Manager shall advise Council in advance of implementing major changes to corporate structure, including changes that involve creating new departments or re-allocating departments to different Divisions. **(Bylaw 27/2016)**
- (4) The City Manager shall, subject to the directions and approval of Council, negotiate all collective agreements with City employees.
- (5) The City Manager shall be responsible for ensuring that members of the Senior Leadership Team are familiar with the duties and responsibilities of the City Manager, Council processes and procedures, issues being addressed by Council and issues of concern to the City.

## Financial Powers and Functions

10. (1) The City Manager shall:
  - (a) annually, or as required or directed by Council, prepare and submit budgets to Council for operating and capital programs in accordance with the Act; and
  - (b) monitor and report to Council as required or directed by Council, on the operating and capital budgets approved by Council and in particular report on variances between budgeted and actual expenditures.
- (2) The City Manager may authorize over-expenditures within the operating or capital budgets.
- (3) Notwithstanding Section 10(2), at no time may the City Manager authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets.
- (4) The City Manager shall designate the financial institution(s) to be used by the City and shall open and close accounts that hold the City's money.
- (5) The City Manager is authorized to invest funds on behalf of the City in accordance with the provisions of the Act.
- (6) The City Manager may pay any amounts the City is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against or by the City, provided that all rights to appeal the Order or Judgement have expired.

## Miscellaneous Powers

11. The City Manager is authorized to:
  - (a) retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the City including, without limiting the foregoing:
    - (i) providing legal services to Council and the Administration,  
and
    - (ii) appearing in all legal and administrative proceedings including commencing, defending, and intervening in such proceedings to define, enforce and defend the City's (and such

- other boards, authorities agencies and other entities as may be required by Council) legal and equitable rights;
- (b) compromise all actions, claims or demands against or by the City and complete all related documentation;
  - (c) accept service of all notices and other documents on behalf of the City;
  - (d) provide any and all certificates or statutory declarations on behalf of the City;
  - (e) temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
  - (f) prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the City for the recovery of tax arrears;
  - (g) carry out inspections, remedies, enforcement or other actions pursuant to the Act, any other enactment, or any bylaw where the Act or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the City;
  - (h) make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the City is authorized to enforce including without limitation, matters related to dangerous or unsightly property;
  - (i) provide administrative support to the Subdivision and Development Appeal Board and Municipal Planning Commission of the City;
  - (j) extend the time for endorsement of subdivision plans and for the registration of the subdivision plans in accordance with the Act;
  - (k) sign:
    - (i) along with the person presiding at the meeting, all minutes of Council meetings,
    - (ii) along with the Mayor, all bylaws, and
    - (iii) along with the Mayor or any other person authorized by Council, agreements and cheques and other negotiable instruments;
  - (l) revise bylaws in accordance with the Act;

- (m) consolidate bylaws, including the preparation of administrative consolidations; and
- (n) ensure the sufficiency of any petitions that may be submitted to the City in accordance with the requirements of the Act.

#### Indemnification

12. The City shall indemnify the City Manager provided that the City Manager was acting in good faith to carry out the powers, duties and functions given to the City Manager by this Bylaw, the Act, any other enactment, any other bylaw, resolution, policy or procedure.

#### Interpretation

13. Any reference in this Bylaw to the Act, any other enactment, any other bylaw, resolution, policy or procedure shall include all amendments thereto, all regulations and orders thereunder and any successor thereto.

#### Conflict

14. In the event that the provisions of this Bylaw conflict with the provisions of any other bylaw, this Bylaw shall prevail.